

Meeting of NRCPD Board 9 November 2011

Board Members Present: Huw Vaughan Thomas (Chair), Craig Crowley, Michael Guthrie, Hilary Maxwell-Hyslop, Katherine Phipps, Ross Trotter

Guests: Jim Edwards, Christopher Stone, Sandra Verkuyten, Jenny White

Secretariat: Paul Parsons, Angela Nunn

Speech to Text Reporter: Anna Baily

Sign Language Interpreters: Peter Shilston and Darren Townsend-Handscomb

1. Apologies

No apologies were received.

The Chair noted that this would be Hilary's last meeting. The board thanked Hilary for her hard work and commitment a founder member of the NRCPD Board and noted special thanks for acting as chair of the board when Winifred Tumim died.

2. Declarations of Interest

None

3. Chairman's Remarks

This is the first meeting since David Evans' unexpected death. David's contribution and advice at meetings had been very useful and he will be a sad loss to the Board. Paul was thanked for representing NRCPD at David's funeral. NRCPD had sent their condolences to David's family.

4. Minutes of Meeting

The minutes of 14 July 2011 were accepted as a correct record.

5. Matters Arising

A paper was circulated for information giving an update on developments relating to items reported in the July 2011 minutes not appearing on the November agenda.

NRCPD website: Snapshots of development work so far on the NRCPD website were handed out to members.

MOJ: The framework for this will come into effect on 1 December 2011. It applies to courts, tribunals and prisons. Police services can join if they wish.

Heriot-Watt: The existing Graduate Diploma has been mapped. The consultant recommended that it lead to Trainee Interpreter status. Permission was sought to be able to apply the decision retrospectively and this was agreed.

All other matters arising are included on the agenda.

6. Correspondence

- Letter from Action on Hearing Loss, Northern Ireland – request that next time the Code of Conduct is renewed the boundaries between professional and personal relationships are considered. It was agreed that although the Code did not need reviewing at the present time, boundary setting should be considered as part of that review.

NRCPD 2011 -2012 Letter of Authority – A letter from Signature Board to NRCPD was circulated to members for information detailing agreed objectives, one year budget relating to this financial year, arrangements for managerial and administrative support and requirements for financial reporting.

7. Operational Matters

In this section the board discusses sensitive information about complaints and other procedural matters. This information is exempt from publication.

8. Governance

8.1 New Terms of Reference for Board members

New terms of reference were circulated for information. How to report to Signature Board at regular intervals. For the financial year August 2010 to July 2011 priorities had been agreed in November 2010 and endorsed by Signature Board.

8.2 Recruitment of new Board members

An advert was placed on NRCPD and Signature websites seeking new Board members. The search committee, Huw Vaughan Thomas, Jim Edwards and Ross Trotter, will make recommendations for new members in the near future. It had invited some applicants to attend a board meeting as observers.

8.3 Notes of Practitioners' Forum meeting

The first meeting of the Practitioners' Forum took place on 20 October 2011. The notes of the meeting were circulated to members for information. Most of the discussion was around the results of the registration consultation.

8.4 Terms of Engagement for Professional Advisors

Terms of appointment, terms of agreement and a covering letter were circulated. These are to be sent to existing professional advisors after the meeting. An advert will be placed on the NRCPD website to recruit new advisors in areas where gaps are identified. A record of advice given is kept to refer to as precedent when required.

8.5 Register of Sign Language Translators

The Board considered a proposal to open a register of sign language translators. The proposal was agreed. The register will be opened on 3 January 2012 with the fee to be set at the same level as that for sign language interpreters.

9. Strategic Objectives

9.1 Recommendations from Consultation

The registration consultation took place from June to September 2011. 471 individuals and organisations responded. The following recommendations were agreed:

Section 1: Criminal Record Checks

NRCPD to seek appropriate advice to develop policy and procedure that sets:

- CRB (and Disclosure Scotland) checking as a service NRCPD provides for an additional fee;
- clear guidelines on which disclosed convictions make an applicant ineligible to register;
- process for considering such cases;
- process for appealing decisions; and
- schedule for reviewing the policy

An update and requirements for further action will be considered at the March 2012 board.

Section 2: Professional Indemnity Insurance

Professional Indemnity Insurance to become an eligibility requirement for applicants in all categories from 1 April 2012.

Section 3: Structure of the registers

The set of adjustments to the registration structure proposed in the consultation to be applied, amended as follows:

- Trainees must be on a course/prescribed training plan that leads to registration and this governs the maximum time element – anyone not on a course, or taking a break from training may not register. Maximum course time is four years.
- Trainees must be supervised by a professional registered in the same discipline, most often that will be one of their lecturers or trainers.

Additionally mapped interpreter training providers will be asked to provide NRCPD with the names of all students registered on courses at October 2012. Only those notified to us will be eligible for new entry as Junior Trainee Interpreter. We will work with the training providers to encourage them to upgrade the finishing point of their JTI courses to the new starting point for Trainee interpreters. Accredited courses in all other disciplines will allow students to register as Trainee.

Section 4: Revalidation

The Board reviewed the proposal it outlined with the consultation responses received. With the benefit of those consultation responses members adapted and refined the plan as follows:

- Annual revalidation will be a requirement of registration from 1 January 2013.
- The same total hours of CPD is required from all registered professionals.
- No pro rata options for part-time professionals.
- No renewal for individuals who do not meet the requirement.

- The requirement will be introduced as follows:
 - ⇒ 2013 Renewals - 12 Hours
 - ⇒ 2014 Renewals - 24 Hours
 - ⇒ Renewals from 1 January 2015 - 35 Hours

Section 5: Fee Structure 2012/13

Responses to the fees questions in the consultation suggest substantial support for a continuation of the two-tier system with Sign Language disciplines paying a higher fee than other disciplines, and a discount for trainees. The fee structure for 2012/13 is to be agreed among members and submitted to Signature in January as required by the Letter of Authority.

10. Meetings in 2012

The next meeting will take place on Wednesday 14 March 2012, venue to be confirmed.